



Distributed by

Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

SITE ADMINISTRATOR QUICK START GUIDE TO MABLE

10/10/07

Quick Start Guide to MABLE for Site Administrators

Log into MABLE for the first time

The OPI will create a user account for all designated site administrators. Program directors should notify the state administrator at OPI as to who should be considered the site administrator(s). Only those people will be able to create student records and Instructor accounts, and have access to certain student data. Each person must have an email address in order to be set up as a user.

Once the state administrator at OPI sets up your account, you will receive an email listing your user name and password. The password is intended to be used for the first login only. Once you are logged in, you will change the password to something easier to type. Your new password must have at least 8 characters in a combination of upper and lower case letters and numbers. OPI will not have access to your passwords, so choose something you can remember. ***If you forget your password, the state administrator at OPI can send you a new one via email.

Reminder: Do not write the password on a Post-it on or near your computer. MABLE contains private student information, so please be vigilant about security.

Log in with your new user name and password.

- Open the email and click on the designated URL
- Type or copy and paste your new user name into the Login screen
- Copy and paste your password from the email into the Login screen
 - Do not try to type the password
- Click Log In
- Under the Administration menu choose **Update User Information**.
- Click on the Update button next to your user name
- **Paste** the password in the Old Password field.
- Type your new password in the New Password field and type it again to confirm password
- Click Save
- The next time you log into MABLE, you will use your assigned username and the new password you created

NOTE: If you type your password incorrectly five (5) times, the system will lock you out and you will need to contact the state administrator at OPI to unlock the account and send you a new password.

Quick Start Guide to MABLE for Site Administrators

Create and Edit Instructor Accounts

Choose **Update User Information** from the Administration Menu

OPI Montana Adult Basic and Literacy Education

Summary Student Administration Reports Logout

Sites: [Dropdown]
Filter By Name: [Text] [Apply Filter]

Name	Assign Roles And Sites	Update User Info	Send New Password
adjfakdf	Assign	Update	Send Password
Alice Goodhart	Assign	Update	Send Password
Auditor	Assign	Update	Send Password
Bonnie	Assign	Update	Send Password
CoopTester	Assign	Update	Send Password
cp8016	Assign	Update	Send Password
CP8018	Assign	Update	Send Password
CP8053	Assign	Update	Send Password
CP8056	Assign	Update	Send Password
CP8815	Assign	Update	Send Password

1 2 3 4 5 6 7 8 9 10
Add New User

To edit an existing account

- If necessary, filter the list to find the user you wish to edit.
- To change the user's site assignments, click Assign
- To change the user's name, email address or password, click Update
 - Only the user can change his/her password
- To send the user a new password, click Send Password
 - Clicking this button will automatically send a new password to the designated email address. The user will need to copy and paste this password into the login screen and should immediately come to this screen after log in to update the password to something more user-friendly
 - **ONLY click on this button if the user has forgotten his/her current password.**

To create a new Instructor account

- Click Add New User
- Fill in user name (we have used first initial last name with no spaces) and email address.
 - Each user account must be tied to a unique email address; multiple users cannot share an email address.
- Click Save
- An email containing the assigned user name and password is automatically generated and sent to the designated address.
- You will need to assign this user to a role – the default is Instructor, and to sites – choose as many as you like from your list of sites
- Click Save

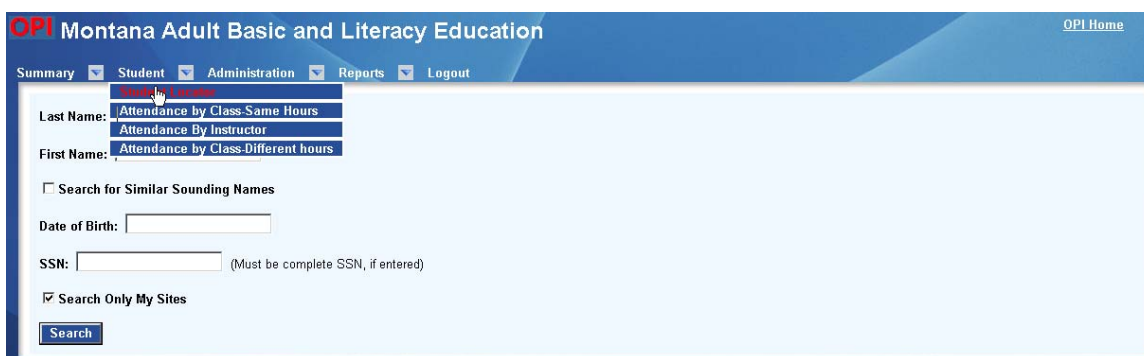
Quick Start Guide to MABLE for Site Administrators

Timely data entry

For some sites, keeping up with data entry has been an issue. When the data isn't current, it is difficult for the site program director or the state director to do desk monitoring of the program. Desk monitoring provides a snapshot of where the program is in terms of progress toward goals and in comparison to statewide averages. As site directors are becoming more proficient at using data for program improvement and planning, this process is critical to success.

MABLE has been designed to ensure that you enter all attendance and assessment within 30 days of when they occurred. MABLE will not allow you to enter an attendance record or assessment score with a date that is more than 30 days old.

Use the Student Locator



You will use the locator to create a new student record or to find a student already in the system.

Create a new student record

- You first want to determine if the student is already in the system at any site
- Choose **Student Locator** from the Student menu
- Type in the student's SSN if you have it
- If not, type the student's last name
- If you aren't sure about the spelling of a name, check **Search for Similar Sounding Names**
- Uncheck **Search Only My Sites** – this searches the entire statewide database, not just the list of students already enrolled in your site.
- Click Search
 - The program will return a list of all similar sounding names if you checked that box
 - Otherwise, it will return a list of anyone with the given name or SSN
- If the student you are looking for is in the list, Click on Enroll to create an enrollment record at your site for the student
- If the student name is not listed and you are sure he is not in the system, create a new record
- Click Add Student to create a new record.

Quick Start Guide to MABLE for Site Administrators

- Clicking the Save button will save each page and move you on to the next page
- Be sure to save each page before moving on to the next page

Search for a student enrolled in your site

- Use the student locator to access your student records
- To see a list of all students enrolled in your site:
 - leave all the search fields blank,
 - make sure **Search Only My Sites** is checked
 - click Search
- To search for a specific student or group of students:
 - Enter the last name or partial name in the Last Name field
 - Click Search
- To select a student from the search results
 - Click on either the Enroll or Summary button for the selected student
 - Enroll will take you to the enrollment page where you can create a new enrollment record if necessary or review the enrollment record
 - Summary takes you to the student Summary page where you can add Assessment, Attendance, or Goals
 - Once you have enrolled the student at your site, you can move to other pages within the student record

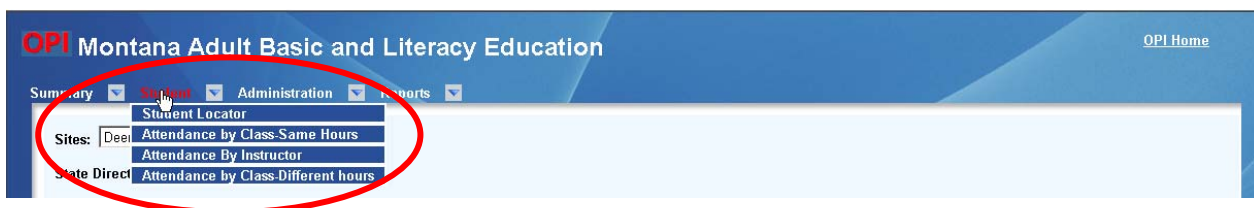
Students who come for Assessment Only

Many students come to your site for assessment only. Those students should be entered into MABLE so that you have counts for local reporting. They will not be counted on your NRS tables since they will have fewer than 12 hours of attendance. On the Referral page, include the referring agency type and name, and select Assessment Only as the Reason for Referral. You do not need to enter assessment scores for these students. However, if you have given the full set of pre-tests and you think there is a chance the student might return to enroll in your program, go ahead and enter the test scores.

Quick Start Guide to MABLE for Site Administrators

Add Attendance Records

There are four options for entering attendance data. All four of the choices are accessed from the Student menu. In all cases, the program will show an error if you try to save duplicate attendance records – same student, date, class and number of hours.



1. Attendance by Individual Student

When you want to add an attendance record for just one student, you can do so from the Summary page of the individual student record.

- Search for the student using the **Student Locator** in the Student menu
- Select Summary next to the student name
- Select Add Attendance
 - Choose the site of attendance
 - Select the date of attendance from the calendar
 - Once a date is selected, the Class list will populate with classes that were active on that date
 - Choose a class
 - The student name will be present and checked if his enrollment date was before the date you picked
 - Type in the number of hours of attendance – must be between 0.25 and 10.0, in quarter hour increments
 - Click Save
- When you have finished entering attendance for this student, click Cancel to return to his Summary page.

Quick Start Guide to MABLE for Site Administrators

2. Attendance by Class-Same Hours – same number of hours for all students

If you have a group of students who were all in attendance in the same class for the same number of hours on the same day, select **Attendance by Class- same hours** from the Student menu

The screenshot shows the MABLE Montana Adult Basic and Literacy Education interface. At the top, there are tabs for Summary, Student, and Administration. Below the tabs, there is a 'Sites:' dropdown menu. The 'Attendance Date:' section features a calendar for June 2007. The calendar shows the following dates: Sun 27, Mon 28, Tue 29, Wed 30, Thu 1, Fri 2, Sat 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30. Below the calendar, there is a 'Class:' dropdown menu, a 'Hours:' text input field, and 'Save' and 'Cancel' buttons. At the bottom, there is a 'Students:' section with 'Save' and 'Cancel' buttons.

- Choose the site of attendance
- Select the date of attendance from the calendar
- Once a date is selected, the Class list will populate with classes that were existing on that date and the student list will populate with the students who were active on that date
- Choose a class
- Type in the number of hours of attendance – must be between 0.25 and 10.0, in quarter hour increments
- Check the box in front of each student who was present on the selected date
- Click Save
 - If you have entered a duplicate attendance record for any student, you will get an error message telling you how many records are in error and which students are affected. No records will be saved until you make corrections – change the class, the date, the hours or the students attending
 - Save and Cancel buttons are at the top and bottom of the screen for the convenience of large sites with long class lists. Use either button
- To exit this screen, click Cancel to return to the site summary

Quick Start Guide to MABLE for Site Administrators

3. Attendance by Instructor – filtered class lists, same hours

Sites with a large student population or whose students have fixed schedules may find method 2 cumbersome because of the long list of student names. The next option on the menu, **Attendance by Instructor**, will be useful in those cases. There is more setup required with this method, but some sites will appreciate the payoff.

1. All of your instructors must be entered on the Personnel Maintenance screen
2. Each class must have an instructor assigned to it
 - a. Select Class Maintenance under the Administration menu
 - b. Click the Edit button next to the selected class
 - c. Select the Instructor(s) for the class
 - d. Save
3. Each student must have his schedule entered on the Classes page of his record
 - On each student record, go to the Classes tab and select the classes that student is enrolled in
 - Don't worry if you don't run your program by periods. Just select the classes that each student is attending

The above steps must be completed by the Site Administrator.

Both Instructors and Site Administrators can enter attendance

- Choose **Attendance by Instructor** from the Student menu
- Select the instructor name
- Select the attendance date from the calendar
- Choose a class from the list of classes that instructor is assigned to.
- The list of student names who are assigned to that class will appear.
- Enter the hours of attendance
- Check the names of students present on the selected date.
- Click Save

4. Attendance by Class-Different Hours – different hours for each student

When students all attend the same class on the same day, but not all of them are there for the same length of time.

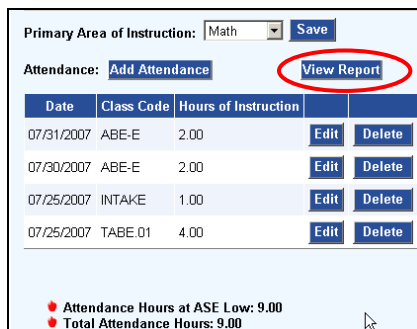
- Choose Attendance by Class – Different Hours from the Student Menu
- Select a site
- Select a date
- Select a class
- The student field contains a dropdown list of all the students at your site
- Begin to type the first student name on your list. The program will auto fill for you
- Type the number of hours for that student
- Click Save
- As you work, a list of all attendance entered in that session will appear at the bottom of the page.
- The program will not allow you to save duplicate attendance records – same student, date, class and number of hours.

Quick Start Guide to MABLE for Site Administrators

View Attendance Report

You can print out a listing of all current year attendance records for a particular student from the Summary page for that student.

Click on View Report to preview the report.



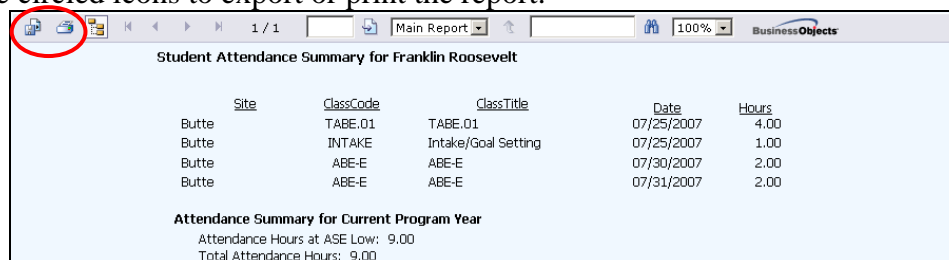
Primary Area of Instruction: Math

Attendance:

Date	Class Code	Hours of Instruction		
07/31/2007	ABE-E	2.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
07/30/2007	ABE-E	2.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
07/25/2007	INTAKE	1.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
07/25/2007	TABE.01	4.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Attendance Hours at ASE Low: 9.00
Total Attendance Hours: 9.00

Use the circled icons to export or print the report.



Student Attendance Summary for Franklin Roosevelt

Site	ClassCode	ClassTitle	Date	Hours
Butte	TABE.01	TABE.01	07/25/2007	4.00
Butte	INTAKE	Intake/Goal Setting	07/25/2007	1.00
Butte	ABE-E	ABE-E	07/30/2007	2.00
Butte	ABE-E	ABE-E	07/31/2007	2.00

Attendance Summary for Current Program Year
Attendance Hours at ASE Low: 9.00
Total Attendance Hours: 9.00

This report has opened in a new window, so you can close the report when you are finished and return to MABLE.

Entering Assessment

On the student Summary page, click on the Add Assessment button.

- Select a site from the dropdown list
- Select the assessment date
- Choose Pre-Test or Post-Test
- Select the test administered
- Select Area tested
 - Does not apply to BEST Plus
- Difficulty
 - If the test was a Locator, the result of testing will be the Difficulty and there will be no score to enter.
 - If the test was a TABE, the difficulty must be the same or one level higher than determined by the locator.
 - Does not apply to BEST Plus

Click Save, you will be notified that the record was saved. You can stay on this page to enter more assessment records or select Return to Summary.

Quick Start Guide to MABLE for Site Administrators

For students with a language level of literacy

When a student has a Locator result of Literacy for Language, there is no associated Language TABE test. MABLE is set up to accommodate that scenario.

- When the Language locator is entered with a level of Literacy, the system will pop-up a message that says to enter a Language TABE with a score of 999.
- When the TABE is entered for the Language area with a level of Literacy, the system automatically fills the score field with 999.
- This test is assigned an EFL of 'Not Applicable'. This EFL will not be used when determining the lowest EFL for the student.

For entering old assessment scores that don't fit the new rules

In order to allow entry of existing data, MABLE has been set up with a validation override option. When you try to enter invalid assessment data, for example pretests without locators, you will get a notification that this entry is not valid, and a field will appear where you can type the reason for this non-valid entry. Non-valid entries will be accepted by MABLE but will be highlighted for future reference. OPI ABLE staff will review the reasons for non-valid entries to determine if sites are abusing the intent of the override.

Note: Another example of invalid data would be if you pre- and post-tested with the same TABE test form - both 9 or both 10. Even though MABLE will allow you to enter that data, any educational gain the student makes will not be counted on Table 4 for federal reporting, per the federal auditors during their Sept, 2007 visit. MABLE will not specify why the data is invalid; you are responsible for determining why the data you are entering is invalid and acting accordingly.

For posttesting a student with fewer than 50 instructional hours

There are several reasons why you might want to posttest a student with fewer than 50 hours of instruction. You may feel he is ready to show a gain, or he may have indicated that he is leaving the program soon. Local program directors should have a policy describing acceptable reasons for early posttesting, and the protocol for obtaining program director permission. When doing the data entry for one of those students, you will get a message asking you to confirm that the program director has approved this type of early posttesting. You will also need to enter the reason for posttesting in fewer than 50 hours.

- ❖ Pre and post tests will be valid for one year from date of assessment, rather than the previous limit of 6 months.

Personnel Maintenance

Enter personnel data before creating class records so that Instructor names will be available for selection on the Class Maintenance screen.

Choose **Personnel Maintenance** from the Administration menu

Select your site.

All the personnel currently assigned to your site will display.

To add a new person to your list, click New Personnel.

- Type full name

Quick Start Guide to MABLE for Site Administrators

- A check in the Licensed Educator box indicates the person has a current valid teaching license.
- Enter the person's start date
- You do not need an end date until the person leaves
- Click Save
- A new row will open for assigning the person to your site.
 - Select the site where the person is assigned
 - Select the person's status – full or part time
 - Select the role
 - Enter a start date
 - Save the assignment record
- A person can have more than one assignment record.

Edit an existing record.

- If you have a lot of personnel, you might want to use the Search feature to narrow the list.
- To search the entire statewide list of Personnel, uncheck **Show only personnel for the selected site.**
- To change the name or start and end dates on an existing record, click the Edit button next to the selected name. Enter the changes and click Save.
- To change a person's role, employment status or site, or to add an new assignment, click Assignments
 - On this screen you can edit an existing assignment or add another one.
 - A person can have more than one assignment.

Class Maintenance

OPI ran a procedure to import the code, title and start date of your active classes from MtSims into MABLE. You may want to edit the record to include the instructor name and comments if applicable.

To add or edit a class

- Choose **Class Maintenance** from the Administration menu.
- Use the search features to filter the list if necessary
- Click the Edit button next to any class, or Click Add Class
- Code and start date are required
- Title, End date, instructor and Comments are optional
- Note: If you will be using the Attendance by Instructor option, instructor is required.
- Click Save
- To return to the menu without saving, click Cancel

When a class is no longer being offered, do not delete the class; select an end date. You can still enter attendance records for a class as long as the attendance date is between the start and end dates.

Quick Start Guide to MABLE for Site Administrators

Default Classes

Because goal-setting and counseling are key elements to a student's success, MABLE automatically created classes for goal-setting, assessment and counseling for all sites. The codes and titles for these classes are ASSESS – Assessment, COUNSEL – Counseling, and INTAKE – Intake/goal setting. Please use these classes for recording attendance in those activities.

New features

Some changes have been made to MABLE since the June training to better comply with FERPA requirements. Other features have been added to meet the requests made by program users.

Students have an option to refuse release of their directory information to anyone outside the site. If that box is checked at one site and another site tries to search for the student, the student's name will not appear in a search. However, if the second site then tried to create a new student record using the SSN, the system would refuse because the SSN is already in existence. In that rare occurrence, sites will need to work together with OPI to set up the student at the new site.

Once a student SSN is entered into the system, no one will be able to view it on the screen. Instead the field will fill with the text *Hidden for Security*.

If a student does not provide a SSN, you will create a fake id number based on this procedure:

- first digit is 0, next two are the site identifier
- middle two digits are today's date
- last four digits are the student's birth day and birth month

A SSN whose first digit is zero will not be hidden and will be editable by the site administrator.

The question about living in a rural area will now default to No, since the majority of the students in the state do not meet the criteria.

Pre and post tests will be valid for one year from date of assessment, rather than the previous limit of 6 months.